

Job Description
Interim Pastor/Head of Staff
Third Presbyterian Church
Pittsburgh, PA 15232

Job Title: Interim Head of Staff, Third Presbyterian Church **Status:** Full Time

Accountability:

The Interim Minister is accountable to the Session and the Presbytery.

Evaluation:

Performance reviews will be conducted annually by the session Personnel Committee. The interim pastor as head of staff will be asked to review the other staff in connection with the Personnel Committee. The session Personnel Committee will annually review the adequacy of compensation.

Responsibilities:

- To provide spiritual leadership, pastoral care, administrative oversight and organizational direction to a congregation of 300 members with a broad program of worship, preaching, teaching, music, and fellowship.
- Provide a biblically based preaching and teaching ministry that reflects the love and justice of Christ and serves the people of this large and diverse community.
- Preach, lead in worship, and provide a teaching ministry that will lead to the spiritual growth of the membership and awaken them to further active outreach to their neighbors.
- Provide active leadership to the session, the congregation and its organizations in development programs that will enable the church to grow in mission in keeping with its potential in a growing community.
- Administer the church's program by leading, directing, and supervising one full-time and one part-time professional, and support staff of three full-time and 5-6 part-timers.
- Coordinate a multifaceted program of community service and community organization activities, including continuing relationship with a number of educational, service and artistic organizations that use our facilities.
- Provide pastoral services for a diverse congregation of young and old, active and retired people.
- Lead and inspire the session and congregation in the development and effective operation of a wide range of program activities – recruiting, motivating and training youth and adult leadership.

Qualifications:

- Graduate of a nationally recognized seminary or divinity school
- Experience as called pastor and/or interim pastor
- Completed Interim Ministry Training
- Experience as head of staff
- Effective interpersonal and communications skills

Relationships:

Relates to the session and various committees as the moderator of session; relates to the staff as head of staff; relates to congregation as pastor; relates to the presbytery as a member.

The ideal candidate will value diversity, be sensitive to needs of a range of members, friends and participants in community programs. S/he will be involved in every aspect of church life and program and in its relationships with the larger cultural, social, political and spiritual environment. S/he will be keenly aware of the cooperative nature of church leadership and the value of inter-personal and inter-institutional connection for the growth and development of the church's witness.

How to apply:

Interested candidates are asked to send their resume and references to:

Third Presbyterian Church
Attention: Interim Search Committee
5701 Fifth Ave
Pittsburgh PA, 15232

Karie_Charlton@yahoo.com